

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** Economic/Commercial Specialist, PSA-10 -FP-05\*

**Open to:** All Interested Candidates - All sources

**Vacancy Opening Date:** December 16, 2016

**Vacancy Closing Date:** December 29, 2016

**Work Hours:** Full-time; 40 hours/week

## **Basic Function of Position:**

Working independently, but under the direction of the Economic/Commercial officer and Public Diplomacy Officer, the Econ/Commercial Assistant carries out counseling, outreach and reporting assignments of varying scope and difficulty. The position requires the ability to perform independent economic analysis and to promote U.S. trade and investment objectives in São Tomé and Príncipe. This position is required to effectively run the economic & commercial activities in STP, as well as support and coordinate all PD initiatives independently. In the absence of an Embassy or Consulate, the incumbent must self-manage and supervise, holding an extraordinary amount and trust.

## **Major Duties and Responsibilities:**

### ***Commercial Responsibilities***

*30% of time*

Responsibilities include collecting and reporting information needed to promote the sale of U.S. goods and services, assisting U.S. firms in carrying out their marketing and investment activities, and assisting local firms in locating sources of supply in the U.S.

**Business counseling** includes assisting U.S. business visitors to São Tomé by providing: a) information and guidance about setting up commercial operations in country, b) information about specific Commercial Service product areas (ADSSs, CMAs, WTDRs, Business Facilitation Services), c) with the Economic/Commercial Officer, providing an overview of the general state of the economy and business climate, and d) identification of export sale and/or investment opportunities.

**Promotion** of U.S. business trade and investment includes a) independently promoting, organizing and recruiting trade promotion programs, including International Buyer Program trips, escorting delegations to the U.S. if feasible, b) developing and maintaining the

Economic/Commercial section contact database, and c) proactively alerting US firms to sales opportunities.

**Reporting** responsibilities include: a) researching and updating the Country Commercial Guides for São Tomé & Príncipe, b) International Market Insight (IMI), Trade Opportunity Reports, and other market research reports for the National Trade Databank, and c) private trade opportunities and foreign government tenders.

In supporting all Embassy activities in the promotion of U.S. trade and investment in the two countries, the Econ/Commercial Assistant serves as liaison with the local business community on commercial exchanges, sales and investment opportunities for U.S. companies.

***Public Diplomacy Responsibilities*** *(approximately 15% of overall time spent)*

Responsible for coordination and execution of all public diplomacy initiatives in STP. Maintains contacts with all press and media, arranges press conferences, receptions, and interviews when required. Facilitates outreach activities and arranges all IVLP and YALI participant logistics, visitor schedules (such as cultural envoys and speakers set through ARS or ECA), and other tasks as required through direction of PAO in Libreville.

***Health Responsibilities*** *(approximately 15% of overall time spent)*

Monitors Embassy programming and projects in Sao Tomean health sector. This includes monitoring and regular updates of malaria and HIV/AIDS programming with Population the Global Fund, Population services International and USAID respectively. (Approximately 15% of overall time spent).

***Economic Responsibilities*** *40% of time*

Demarches host government in absence of economic officer and represents and speaks for the U.S. Embassy at all official government, international organizations, and NGO functions.

Tracks major economic trends and indicators in the Sao Tome and Principe economy. Independently gathers, organizes, and updates relevant information and statistics on trade, finance, transportation, national budget expenditures, labour indicators, environment issues and other areas of interest of U.S. policymakers

Assists Economic/Commercial officer in preparing economic reports and maintaining contacts in the government and private sector companies. Provides information gathering, research, basic analysis and related services in a variety of economic fields.

Reviews the daily media to track pertinent economic and commercial developments. Maintains sufficient contacts in the Sao Tomean government and private sector to monitor developments in the major industries in both countries and briefs the Economic/Commercial Officer and other embassy officers on the background of major events. Maintains and updates current economic/commercial sources (periodicals, journals, files and databases). Serves as de facto translator for Portuguese, and required to interpret for visiting U.S. officials as directed. Drafts text for Economic/Commercial Officer that can be used in economic reports.

## **Qualifications Required for Effective Performance:**

### **Education:**

A Bachelor degree in one of the following fields is required: Economics, Commerce or Business Management.

### **Prior Work Experience:**

3 years' experience in Economic/Commercial reporting or related business experience.

### **Post Entry Training:**

None

**Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization spread:

Portuguese (fluent) level 4: speaking and reading

English (good working knowledge) level 3: speaking and reading

French (limited knowledge) level 2: speaking

### **Job Knowledge:**

A thorough knowledge of office management functions, service, procedures and standard information sources is required. Good working knowledge of computer systems and programs used to support secretarial and cost control functions like Microsoft Office Suite (Outlook, Excel, Word, etc.) is required.

### **Skills and Abilities:**

Must demonstrate sound knowledge of São Tomé & Príncipe's economy, economic structure and institutions, major industries, and the host government's foreign and domestic economic policies. A sound knowledge of the country's business customs, practices, marketing channels, laws, regulations and policies is required. A good familiarity with U.S. trade promotion goals, programs, procedures, and business practices, as related to international trade and investments is required.

## **Position Elements:**

### **Supervision Received:**

Under general supervision of Economic Officer or, in his/her absence, the Public Affairs Officer (PAO).

### **Supervision Exercised:**

None

### **Available Guidelines:**

Cable reporting templates and requirements

**Exercise of Judgment:**

Significant use of judgment when analyzing materials, determining accuracy and/or reliability of sources.

**Authority to Make Commitments:**

N/A

**Nature, Level and Purpose of Contacts:**

Internal: Basic for all Mission-developed contacts, reports economic trends to Ambassador and Economic Officer. External: High levels of Sao Tomean Ministers, officials and business directors of both countries.

**Time Expected to Reach Full Performance Level:**

6 months